



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1500.25
BUMED-54
27 Apr 98

BUMED INSTRUCTION 1500.25

From: Chief, Bureau of Medicine and Surgery

Subj: MASTER TRAINING SPECIALIST (MTS) DESIGNATION PROGRAM

Encl: (1) Personnel Qualification Standards for Master Training Specialist
(2) Master Training Specialist Qualification Summary

1. Purpose. To publish the Medical Department requirements for designation as Master Training Specialist (MTS).

2. Cancellation. BUMEDINST 1650.2.

3. Background. Education and training assignments in the Medical Department are among the most critical roles in ensuring quality health care delivery. MTS designation signifies an individual has shown exemplary performance in the training arena, displaying superior teaching skills and showing a thorough knowledge of training administration and curriculum development management. Navy Medical Department MTS designation is demanding and may only be obtained through the formal qualification program in this instruction.

4. Discussion. A uniform designation program fosters excellence in education and training and provides opportunity for command recognition of outstanding individual effort. The objective of this program is to develop a cadre of MTSs whose skills can be used in other training evolutions and in giving guidance to new instructors. MTS is a qualification designation. For the MTS designation to have merit, the standards must be high, with stringent nomination criteria that are carefully controlled and monitored. Failure to obtain this designation should not be interpreted as an indication of unsatisfactory or adverse performance.

5. Eligibility. The following are eligible to attain the MTS designation:

a. Navy and Marine Corps officer, enlisted personnel, and civil service personnel permanently assigned and performing primary duties as an instructor or curriculum support personnel or equivalent (e.g., instructional systems specialist, curriculum developer) at:

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- (1) Bureau of Medicine and Surgery (BUMED) school commands and detachments.
- (2) Aerospace physiology training units.
- (3) Field Medical Service School.
- (4) Military medical and dental treatment facilities.
- (5) Other BUMED commands with a significant training mission.

b. Other military service personnel permanently assigned and performing primary duties as an instructor at one of the BUMED school commands or detachments.

6. Standards

a. Nomination criteria must be carefully controlled and monitored. Designation as a MTS should not preclude an individual from receiving appropriate awards for the same service. MTS is a designation not an awards program and shall not be used as an end of tour award.

b. Candidates pursuing MTS designation must meet the following requirements in addition to eligibility criteria in paragraph 5:

(1) Complete formal instructor training through one of the Navy's instructor training schools or other service equivalent. Requests for waiver of this requirement may be submitted to BUMED (MED-54) when the activity deems the candidate has equivalent training or educational background.

(2) Complete at least 12 months classroom instructional experience and be aboard the command at least 12 months before appearing before the command MTS Nomination Board.

(3) Show satisfactory job performance. Navy personnel must receive performance evaluations reflecting no mark in any trait below 3.0, based on the 5.0 scale, for the 12-month period preceding appearance at the MTS Nomination Board. Other service personnel evaluations and civil service employee appraisals must reflect equivalent marks for the same time period.

(4) Project an exemplary image. Navy personnel must be within height/weight or body fat standards. Other service personnel must meet the equivalent standard for their service.

(5) Show compliance with physical fitness standards (military personnel only). Navy personnel must pass the Physical Readiness Test (PRT) with a score of at least good for the preceding two cycles. Personnel with medical waivers must have passed the last PRT taken with a score of at least good prior to the medical waiver. Other service personnel must meet the equivalent standard for their service.

(6) No nonjudicial punishment (NJP)/courts martial, civilian conviction, substantiated family advocacy incident, or incidence of substance abuse within the 2 years prior to pursuing MTS qualification.

(7) Be nominated by their direct supervisor to pursue MTS designation. Candidates must be aboard at least 6 months prior to nomination to pursue MTS designation.

(8) Complete the MTS Personnel Qualifications Standards (PQS) in enclosure (1).

(9) Complete an oral examination conducted by the command MTS Nomination Board and be recommended by the Board for MTS designation.

c. Satisfactory completion of requirements will be documented on the Master Training Specialist Qualification Summary (enclosure (2)). The Qualification Summary will be kept on file for the duration of an individual's tour of duty, plus 1 year after transfer.

7. MTS Nomination Board

a. Commands must establish a local board to make MTS recommendations to the commanding officer or the officer in charge. The command MTS Nomination Board shall be chaired by the academic director (or equivalent) and composed of MTS qualified instructors, instructional systems specialists (ISS) and other training experts.

b. The MTS Nomination Board shall conduct an oral examination, interviewing nominees on application of concepts and skills covered in any portion of the MTS PQS which the Board deems appropriate. If the Board finds the nominee qualified in

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all respects, the nomination will be forwarded to the commanding officer recommending designation as a MTS.

8. Approval of Qualification

a. Commanding officers and officers in charge of BUMED school commands and detachments are authorized to approve MTS nominations and designate qualified individuals at their command as a MTS.

b. Naval activities other than BUMED training commands that wish to participate in the BUMED MTS program must submit a request to participate to BUMED (MED-54). Request must include nomination of a training expert to serve as program coordinator to monitor progress of individuals working towards the MTS designation. A curriculum vitae detailing the nominee's education and experience in the education and training arena must accompany the request. Once participation is approved, the commanding officer is authorized to approve MTS nominations and designate qualified individuals at the command as an MTS.

c. Awarding authority shall not be delegated to a lower level.

d. Ordering, preparing, and distributing certificates and medallions is the responsibility of the awarding authority. BUMED (MED-54) will stock certificates and medallions which may be ordered by the activity.

e. The Assistant Chief for Education, Training, and Personnel (MED-05) shall be notified of all individuals designated as MTSs.

9. Designation and Authority to Wear the Medallion

a. MTS selectees will be presented with certificates and BUMED MTS medallions at an appropriate command ceremony. Relevant comments should be incorporated in the individual's performance evaluation and an appropriate entry made in the military member's service record or official personnel file for civilian personnel.

b. Once obtained, the MTS designation remains in effect throughout the career unless removed for failure to maintain the standards required in this instruction. Transfer to another command does not necessitate requalification.

c. Designated MTSS are authorized to wear the MTS medallion at any BUMED activity. At other activities, designated MTSS may wear the medallion if authorized by the commanding officer or officer in charge. Medallions will be affixed to the member's name tag opposite the command's logo. If there is no command logo, the MTS medallion will be placed on the member's name tag on the wearer's left.

10. Revocation of Designation

a. A commanding officer or officer in charge may remove the MTS designation for failure to maintain the standards required in this instruction.

b. The Assistant Chief for Education, Training, and Personnel (MED-05) shall be notified whenever an MTS designation is removed and about the basis for this action.

c. Appropriate entries shall be made in the military member's service record or official personnel file for civilian personnel.



W. H. SNELL
Assistant Chief for
Education, Training,
and Personnel

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PERSONNEL QUALIFICATION STANDARDS
FOR
MASTER TRAINING SPECIALIST

Bureau of Medicine and Surgery
Washington, DC

Enclosure (1)

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INTRODUCTION

The Bureau of Medicine and Surgery Master Training Specialist (MTS) Personnel Qualification Standards (PQS) Program is a system of qualifying personnel to perform duties within the training arena. It is a compilation of the knowledge and skills essential to an MTS.

The PQS is divided into six sections:

100 - Policies

200 - Safety

300 - Instructional Responsibilities

400 - Administrative Procedures

500 - Curriculum

600 - Skills

References are listed at the beginning of the section for sections 100 through 500. The listed references do not constitute the only source of information for correct answers to each line item listed in the PQS, although they are the primary sources. The MTS candidate must ensure all references used are valid and applicable to the MTS PQS Program.

Each section consists of individual line items which candidates are required to answer. After compiling the written information, the MTS candidate will review the line items with an authorized signature authority as specified at the end of the section. At BUMED training commands signature authority for sections 300 through 600 is the academic director (or equivalent) and instructional systems specialists (ISS). At other commands the MTS program coordinator is the authorized signature authority for these sections.

Enclosure (1)

**PERSONNEL QUALIFICATION STANDARDS
MASTER TRAINING SPECIALIST**

SIGN-OFF SHEETS

Name	Grade/Rate/GS	Social Security Number
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Command

Section 100: POLICIES

References:

- SECNAVINST 5300.26B
- OPNAVINST 5354.1D
- OPNAVINST 5370.2A
- NAVPERS 15620

101 **Navy Fraternization Policy**

- 101.1 Define fraternization.
- 101.2 State the Navy policy on fraternization.
- 101.3 Explain the effects on the command when fraternization takes place.

102 **Sexual Harassment**

- 102.1 Define sexual harassment.
- 102.2 State the Navy policy on sexual harassment.
- 102.3 Describe the differences between sexual harassment, sexual politics, inappropriate behavior, and harassment.

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103 Grievance Procedures

- 103.1 Describe the informal resolution system and procedures.
- 103.2 Describe informal grievance and redress procedures.
- 103.3 Describe formal grievance and redress procedures.

(Signature/Title) (Date)
NR&R Coordinator, CTT or CAT
member

Section 200: SAFETY

References:

- OPNAVINST 5100.23D
- BUMEDINST 5100.13A
- CNET Instructor Training Trainee Guide

- 201 Describe Hazardous Material Control and Awareness, including Material Safety Data Sheet (MSDS).
- 202 Explain the use and purpose of the mishap report form.
- 203 State the responsibility of all personnel in mishap reporting.
- 204 Define personal protective equipment (PPE) and list types commonly used in the medical or dental training environment.
- 205 Explain the use of "Training Time Outs."

(Signature/Title) (Date)
Safety Officer

Section 300: INSTRUCTIONAL RESPONSIBILITIES

References:

- CNET Instructor Training Trainee Guide
- Navy Instructor Manual (NAVEDTRA 134)

301 Learning Fundamentals

- 301.1 State the laws of learning and describe how each can be used to enhance student comprehension.
- 301.2 Describe the elements of learning objectives and the role each element plays in clarifying the learning goal.
- 301.3 List and describe the three domains of learning.
- 301.4 List the four learning styles and describe the characteristics of each.
- 301.5 Describe the four essential characteristics of instructional media.

302 Instructor Techniques

- 302.1 Describe the types and uses of oral questions in an instructional situation.
- 302.2 Describe the proper five-step questioning technique.
- 302.3 Describe oral questioning techniques which may be used to make instruction more effective.
- 302.4 Describe the various ways in which an instructor can enhance student motivation.
- 302.5 What is VEGA and how does it affect/enhance the learning process?
- 302.6 State and describe the types of instructional methods in order of most conducive/effective to least conducive/effective to learning.

304

- 304.1 State the purposes of counseling and give examples of situations/circumstances which would warrant a formal counseling session.
- 304.2 Describe procedures of a formal counseling session.
- 304.3 Describe various resources available if the counselee requires more than academic counseling.

(Signature/Title) (Date)
Academic Director or ISS
(MTS Program Coordinator at other
than BUMED school commands/
detachments)

Section 400: ADMINISTRATIVE PROCEDURES

References:

- CNET Instructor Training Trainee Guide
- BUMED Curriculum Development Guide (1996)
- CANTRAC Vol I
- BUMEDINST 1510.19
- BUMEDINST 1540.1
- BUMEDINST 1540.2

401

- 401.1 State the reasons an ARB may be convened.
- 401.2 Describe the information provided to an ARB.
- 401.3 Describe the purpose and procedures/steps of an ARB.

- 401.4 Describe the recommendations of an ARB and who has final disposition.
- 401.5 State procedures for appealing ARB recommendations.
- 401.6 State how long the records of the ARB must be retained.

402 **Catalog of Navy Training Courses (CANTRAC)**
 CANTRAC Volume 1

- 402.1 Describe the purpose of the CANTRAC.

403 **Navy Integrated Training Resource Administration**
 System (NITRAS)

- 403.1 Describe the purpose of NITRAS.
- 403.2 Describe the interrelationship between the CANTRAC and the NITRAS.

404 **Instructor Evaluation Program**

- 404.1 State the purpose of the Instructor Evaluation Program
- 404.2 Describe the differences between an evaluation for techniques and an evaluation for technical expertise.
- 404.3 Describe the requirements of evaluations including: what is considered acceptable performance, periodicity, and requirements for the evaluator.
- 404.4 Describe how to conduct and document an instructor evaluation.

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405

- 405.1 State the purpose of Inservice training.
- 405.2 State the types of Inservice training.

(Signature/Title)	(Date)
Academic Director or ISS (MTS Program Coordinator at other than BUMED school commands/ detachments)	

Section 500: CURRICULUM

References:

- BUMED Curriculum Development Guide (1996)
- BUMEDINST 1553.1
- BUMEDINST 1553.2
- BUMEDINST 1553.3

501

- 501.1 Describe the systems approach to training.
- 501.2 State the procedures for starting a curriculum change to each of the following and who authorizes each type of change:
- (a) Curriculum Outline.
 - (b) Course Schedule Summary.
 - (c) Student Evaluation Plan.
 - (d) Lesson Topic Guide.
 - (e) Training Aid.

501.3 Describe the contents and purpose of the following documents under the Curriculum Development Guide:

- (a) Project Proposal.
- (b) Project Plan.
- (c) Training Requirements Inventory.
- (d) Curriculum Outline.
- (e) Lesson Topic Guide.
- (f) Course Schedule Summary.
- (g) Student Guide.
- (h) Student Evaluation Plan.

501.4 Describe the contents and purpose of the following parts of the curriculum outline:

- (a) Course Data Page.
- (b) Student Data Page.
- (c) Contact Hours Summary.
- (d) Unit Synopses.
- (e) Course Conventions Page.
- (f) Unit Conventions Page.
- (g) Unit Pages.
- (h) Lesson Topic Pages.
- (i) Training Materials List.

501.5 Explain the purpose and function of a Multitraining Site Standardization Conference.

502 **Testing**

502.1 State the purposes of testing.

502.2 List and describe the three types of performance tests.

- 503 Program Evaluation

- (Signature/Title) (Date)
Academic Director or ISS
(MTS Program Coordinator at other than
BUMED school commands/detachments)

Section 600: SKILLS

- 601* Serve as a member of an Academic Review Board.
- 602* Conduct instructor evaluations (Per BUMEDINST 1540.2) in conjunction with an experienced evaluator (academic director or equivalent, ISS, MTS, or MTS program coordinator). The candidate's evaluation must agree substantially with that of the experienced evaluator on two consecutive evaluations.
- 603 Receive an overall satisfactory grade on the last three instructor evaluations. At least one evaluation must be completed by an ISS, academic director (or equivalent), or MTS program coordinator. Evaluations must include a positive recommendation for MTS designation.
- 604 Demonstrate mastery of the concepts of curriculum development by designing, developing, delivering, and evaluating a 1-hour training lesson to include:
- (a) Satisfactory delivery/presentation.
 - (b) Learning objectives.
 - (c) LTG/instructor guide.
 - (d) Student information sheet or assignment sheet.
 - (e) Instrument for assessing student performance.
 - (f) Student critique/feedback form.
 - (g) Training aids (optional).

* Requirement may be waived at activities other than BUMED school commands/detachments if the opportunity is not available.

(Signature/Title)	(Date)
Academic Director or ISS	
(MTS Program Coordinator at other than	
BUMED school commands/detachments)	

QUALIFICATION SUMMARY

Command

(Signature/Title) (Date)

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6. Projects an exemplary image: Navy personnel - be within height/weight or body fat standards; other service personnel - meet the equivalent standard for their service.

(Signature/Title) (Date)

7. Meets physical fitness standards (military personnel only): Navy personnel - pass the PRT with a score of at least good for the preceding two cycles; other service personnel - meet the equivalent standard for their service.

(Signature/Title) (Date)

8. No NJP/courts martial, civilian conviction, substantiated family advocacy incident, or incidence of substance abuse within the 2 years prior to pursuing Master Training Specialist (MTS) qualification.

(Signature/Title) (Date)

9. Completed MTS Personnel Qualifications Standards (PQS).

(Signature/Title) (Date)

10. Completed oral examination and recommended for MTS designation by MTS Nomination Board.

(Signature/Title) (Date)

APPROVAL

MTS designation approved/disapproved.

(Signature/Title) (Date)
Commanding Officer/Officer in Charge